

## **OUTLINE OF NOMINATION AND APPOINTMENT PROCESS FOR 2014**

1. Applicant initiates the process by notifying Congressman Crenshaw's Jacksonville office of their intent to pursue a nomination to a service academy. Nomination materials may be requested to be sent via email or they can be downloaded from the Congressman's website. Go to [www.Crenshaw.house.gov](http://www.Crenshaw.house.gov) and select "STUDENTS," then choose "ACADEMY NOMINATIONS."
2. Applicant must complete the application, submit three essays and obtain three letters of recommendation. Each of the essays should be 400 words or less, use Arial font size 12, and cover the following topics. Why are you applying to the U.S. service academies? If you receive an appointment to your first choice, what do you believe will be your biggest challenge at that academy? Describe an example that demonstrates your leadership ability.
3. Applicant is to request three letters of recommendation which should be sent directly to the Jacksonville office. A guideline for those letters is part of this packet. One letter is to be from a school official (principal or guidance counselor); one from an instructor (math or science teacher is suggested); and one from an employer, a community leader or a club sponsor. All recommenders should have personal knowledge of the applicant. Only three letters will be considered with each application. Please stress to your recommenders that the materials must be submitted by the due date.
4. Applicant must submit an original copy of the high school and or college transcript. In addition, you must submit copies of SAT or ACT scores.
5. The applicant must also initiate contact with each academy that s/he is interested in attending and proceed with the pre-candidate application process as directed by that academy. Addresses for the academies are contained in this packet.
6. All materials in an applicant's file must be post marked to 1061 Riverside Avenue, Suite 100, Jacksonville FL 32204 by October 17, 2014. **DO NOT SEND MATERIALS TO THE WASHINGTON OFFICE OR THE CAMPAIGN OFFICE.**
7. A completed application file will consist of the following:
  - Completed application and photograph
  - Resume
  - Official high school transcript
  - Minimum of three recommendations
  - SAT or ACT score report
8. The Military Academy Selection Committee will interview candidates in October/November. Applicants will be notified by email of interview time and place.
9. Selected nominees will be notified by the end of the year when Congressman Crenshaw submits his nominations to each academy.
10. Academy Admissions' Officers review the Congressman nominations and notify applicants of appointments. Each applicant will be required to pass a physical aptitude examination and medical examination before being given an appointment. Appointments are given on a rolling admissions basis. Appointments begin in December and should be completed by early May.

It is the applicant's responsibility to ensure that all materials are submitted on time. Those with incomplete files will be disqualified.

Applicants who attend one of the academies must serve six years of active duty following graduation from an academy. The exception is the United States Merchant Marine Academy. From USMMA, many graduates serve in the Navy; however, the graduate's obligation is to maintain a license as an officer in the merchant marine and to apply for, and accept if tendered, an appointment as a commissioned officer in the Navy Reserves.

#### TEST SCORE MINIMUMS FOR ENTERING STUDENTS

The Admissions Officers at the academies encourage students to begin taking tests in the junior year and take both the ACT and the SAT tests. Many students continue to take the tests until they have the scores that they desire. Each Academy Admissions Office has different standard ranges that it looks for on each of the tests. If your test scores fall below the minimums, you may want to inquire about one of the academy preparatory schools. Remember 20 to 30 percent of each academy class does not enter an academy directly after graduating from high school. Students sometimes attend preparatory schools, colleges or community colleges or enter active duty.

Addresses for the academies follow:

U.S. Air Force Academy  
HQ USAFA/RR  
2304 Cadet Drive, Suite 2300  
USAF Academy, CO 80840-5025  
Phone: 800/ 443-9266  
[www.academyadmissions.com](http://www.academyadmissions.com)

U.S. Naval Academy  
Candidate Guidance Office  
117 Decatur Road  
Annapolis, MD 21402-5018  
Phone: 410/ 293-4361  
[www.usna.edu/Admissions](http://www.usna.edu/Admissions)

U.S. Military Academy  
West Point Admissions  
Building 606  
West Point, NY 10996-4041  
Phone: 845/938-4041  
[www.usma.edu/admissions](http://www.usma.edu/admissions)

U.S. Merchant Marine Academy  
Director of Admissions  
300 Steamboat Road, Admissions Center  
Kings Point, NY 11024-1699  
Phone: 516/ 733-5391  
[www.usmma.edu](http://www.usmma.edu)

The U.S. Coast Guard Academy does not require congressional nominations. Applicants should apply directly to the academy.

U.S. Coast Guard Academy, Admissions, 31 Mohegan Avenue, New London, CT 06320-8103.  
Phone: 800/ 883-8724 [www.cga.edu/admissions](http://www.cga.edu/admissions)

You should also apply to your Florida Senators.

Senator Marco Rubio  
201 S. Orange Ave, Suite 350  
Orlando, FL 32801  
407/ 254-2573 or 866/630-7106  
[www.rubio.senate.gov](http://www.rubio.senate.gov)

Senator Bill Nelson  
225 East Robinson Street, Suite 410  
Orlando, FL 32801  
407/ 872-7161 or 888/671-4091  
[billnelson.senate.gov](http://billnelson.senate.gov)